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UNITED ATES DEPARTMENT OF COMMERCE Patent and Trademark Office

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Manual of Patent Examining Procedure, Section 713:04 Substance of Interview must Be Made of Record

Except as otherwise provided, a complete written statement as to the substance of any face-to-face or telephone interview with regard to an application must be made of record in the application, whether or not an agreement with the examiner was reached at the interview.

TO A STATE OF THE
(b) In every instance where reconsideration is requested in view of an interview with an examiner, a complete written statement of the reasons presented at the interview as warranting favorable action must be filed by the applicant. An interview does not remove the necessity for reply to Office action as specified in §§ 1.11 and 1.135. (35 U.S.C. 132)
\$ 1.2. Business to be transacted in writing. All business with the Patent or Trademark Office should be transacted in writing. The personal attendance capplicants or their attorneys or agents at the Patent and Trademark Office is unnecessary. The action of the Patent and Trademark Office will be based exclusively the written record in the Office. No attention will be paid to any alleged oral promise, stipulation, or understanding in relation to which there is disagreement of the patent of the Patent and Trademark Office. No attention will be paid to any alleged oral promise, stipulation, or understanding in relation to which there is disagreement of the patent of th
The action of the Patent and Trademark Office cannot be based exclusively on the written record in the Office if that record is itself incomplete through the failur or record the substance of interviews.
It is the responsibility of the applicant or the attorney or agent to make the substance of an interview of record in the application file, unless the examiner indicate set or she will do so. It is the examiner state of the examiner indicate and to correct material inaccuracies which bear directly on the question of a set as
YRAMMUS WEIVRETHE
peen discussed during the interview by checking the appropriate boxes and filling in the blanks in neat handwritten form using a ball point pen. Discussions regarding only procedural matters; directed solely to restriction requirements for which interview recordation is otherwise provided for in Section 812.01 of the Mantail of Pater Examining Procedure, pointing out typographical errors or unreadable script in Office actions or the like, or resulting in an examiner's amendment that fully sets fort the agreement are excluded from the interview recordation procedures below.
The Interview Summary Form shall be given an appropriate paper number, placed in the right hand portion of the file, and listed on the "Contents" list on the file wrapper. In a personal interview, the duplicate copy of the Form is removed and given to the applicant (or attorney or agent) at the conclusion of the interview. In the applicant is conclusion of the interview. In the applicant is conclusion of the file of the file of the conclusion of the file of the file of the conclusion of the file of the file of the conclusion of the file of the fi
The Form provides for recordation of the following information:
-Application Number of the application sulfiging Control of the property of the application of the applicati
-Name of participant(s)) (applicant, attorney or agent, etc.) -An indication whether or not an exhibit was shown or a demonstration conducted -An identification of the claims discussed
An identification of the specific prior art discussed An indication whether an agreement was reached and if so, a description of the general nature of the agreement (may be by attachment of a copy of amendments or claims agreed as being allowable). (Agreements as to allowability are tentative and do not restrict further action by the examiner to the scription.)
-The signature of the examiner who conducted the interview -Names of other Patent and Trademark Office personnel present.
The Form also contains a statement reminding the applicant of his responsibility to record the substance of the interview.
It is desireable that the examiner orally remind the applicant of his obligation to record the substance of the interview in each case unless both applicant and examiner agree, that the examiner will record same. Where the examiner agrees to record the substance of the interview or when it is added and the form or in an attachment to the Form, the examiner should check a box at the bottom of the Form informing the applicant that he need not supplement the Form but but the form of the substance of the interview.
t should be noted, however, that the Interview Summary Form will not normally be considered a complete and proper recordation of the interview unless it includes or is supplemented by the applicant or the examiner to include, all of the applicable items required below concerning the substance of the interview.
A complete and proper recordation of the substance of any interview should include at least the following applicable items:
2) an identification of the claims discussed, 3) an identification of specific prior and discussed, 4) an identification of the principal proposed amendments of a substantive nature discussed, unless these are already described on the Interview Summary
Form completed by the examiner, the principal and solids and solids of the principal arguments presented to the examiner. The identification of arguments need not be lengthy of elaborate. Averbatim of highly detailed description of the arguments presented to the examiner. The identification of arguments need not be lengthy of elaborate. Averbatim of highly detailed description of the arguments is sufficient if the general nature or thrust of the principal arguments made to the examiner can be understood in the context of the application file. Of course, the applicant may desire to emphasize and fully describe those arguments which he feels were or might be persuasive to the examiner. 6) a general indication of any other pertinent matters discussed, and he was a context of the application file. Of course, the applicant may desire to emphasize and fully describe those arguments which he feels were or might be persuasive to the examiner.
7) if appropriate, the general results or outcome of the interview unless already described in the Interview Summary Form completed by the examiner. 13 17
pplicant one:month from the date; of the months in differ to complete the reply and the reby avoid abandon ment of the application (37 CFR : 1,135(c) بعد عدد المراجع المر
Examiner to Check for Accuracy

Applicant's summary of what took place at the interview should be carefully checked to determine the accuracy of any argument or statement attributed to the examiner during the interview. If there is an inaccuracy and it bears directly on the question of patentability, it should be pointed out in the next Office letter. If the claims are allowable for other reasons of record, the examiner should send a letter setting forth his or her version of the statement attributed to him. If the record is complete and accurate, the examiner should place the indication interview record OK on the paper recording the substance of the interview along with the date and the examiner's initials: